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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 19 November 1958

Present: C/MS - Chairman . . . . . Dr. Tietjen  
C/OD - Voting Member . . . . .  
C/TSD - Voting Member . . . . .  
AC/PS - Voting Member . . . . .  
Personnel Placement Officer . . . . .  
C/SD - Executive Secretary . . . . .  
Secretary to C/MS - Recording Secretary . . . . .

25X1A9a

1. Minutes of Previous Meeting

a. The Minutes of the Medical Staff Career Service Board Meeting of 12 November 1958 were approved by the Members without comment.

b. C/OD announced the Training Officer is in the process of checking the capabilities and proficiency of Medical Staff clerical personnel as requested at the last Meeting. Those whose skills do not meet the requirements of their positions will be enrolled in Agency training courses.

c. C/MS requested C/SD to review all clerical positions in the Medical Staff from a management point of view; specifically, to be sure the talents of each incumbent are utilized appropriately. C/MS also requested each Division Chief to give fullest cooperation to C/SD in this project.

2. Promotion

25X1A9a

25X1A9a

25X1A6a

25X1A9a

[REDACTED] GS-7, Medical Technician (Supply). The Executive Secretary reviewed a request from the Chief of Base, [REDACTED] 25X1A6a for the promotion of [REDACTED] to GS-8. A Fitness Report completed on the Subject in May 1958, covering the first six months of his assignment to [REDACTED] was reviewed together with a Fitness Report which accompanied the request for promotion. The first report was not outstanding but the second report indicated a definite improvement in both performance and attitude on the part of the Subject. [REDACTED] 25X1A9a was rated No. 6 of eight individuals by the Competitive Evaluation Panel last August. In view of the evidence presented, the Executive Secretary recommended the field be informed the Career Service Board requests another period of observation before considering promotion action. However, on the recommendation of C/MS, the Board voted to inform the field that [REDACTED] does not meet the standards for promotion at this time and the Board desires an indication of his ability to retain his present position after a further period of observation of six months.

|            |             |            |                                |
|------------|-------------|------------|--------------------------------|
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3. Review of Fitness Reports

The Board noted the receipt of Fitness Reports on the following personnel:

25X1A9a

[REDACTED] S-9, Medical Technician  
[REDACTED] GS-8, Medical Technician  
[REDACTED] S-8, Medical Technician  
[REDACTED] 7, Medical Technician

4. Review of Field Reassignment Questionnaires

The Executive Secretary reviewed briefly the Field Reassignment Questionnaires recently received from the following personnel:

25X1A9a

[REDACTED] 10, Medical Service Officer  
[REDACTED] GS-9, Administrative Officer  
[REDACTED] S-9, Medical Technician  
[REDACTED] S-9, Medical Technician  
[REDACTED] -8, Medical Technician  
[REDACTED] -8, Medical Technician

5. Assignments

25X1A6a

a. Medical Technician, GS-9, [REDACTED] ETA April 1959. The Executive Secretary recommended the assignment of [REDACTED] 25X1A9a

25X1A9a

[REDACTED] the Board Members concurred in this assignment.

25X1A6a

b. Medical Technician, GS-8, [REDACTED] ETA April 1959. The Executive Secretary recommended the incumbent, [REDACTED], be requested to 25X1A9a extend his tour of duty in accordance with the policy recently adopted; the Members concurred in this recommendation.

25X1A6a

c. Medical Technician, GS-9, [REDACTED] ETA May 1959. The Executive Secretary recommended the assignment of [REDACTED] to replace 25X1A9a [REDACTED] the Members concurred in this assignment.

25X1A9a

d. Medical Technician, GS-9, [REDACTED] and [REDACTED] 25X1A6a

25X1A6a

e. Medical Technician, GS-9, [REDACTED] The Executive Secretary recommended the assignments of [REDACTED] to [REDACTED] replacing 25X1A6a [REDACTED] 25X1A6a C/OD felt these assignments should be reversed, [REDACTED] to [REDACTED] and 25X1A6a [REDACTED] to [REDACTED] C/TSD emphasized again his need for a full 25X1A6a complement of laboratory technicians in order to maintain his heavy workload and was assured that he would receive an able replacement for Mr. [REDACTED] in the near future, should he be approved for another assignment. 25X1A9a C/TSD also informed the Members he understood [REDACTED] is desirous of 25X1A9a an overseas assignment but there is a question regarding the health of his wife.

25X1A9a

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C/MS asked that all of the assignments of medical technicians agreed upon at this Meeting be accepted by the Board but that final action be held in abeyance pending a report from C/TSD and AC/PS as to the eligibility for overseas duty of [REDACTED] following an evaluation of his family. 25X1A9a

f. Medical Service Officer, GS-11, [REDACTED] ETA June 1959. The Executive Secretary announced that this assignment was placed on the Agenda for the information of the Board Members and immediate action is not required. 25X1A6a

6. Periodic Step Increases

The Board noted the fact that the following personnel will receive Periodic Step Increases in the near future:

25X1A9a [REDACTED] and, GS-13, Clinical Psychologist  
[REDACTED], GS-11, Administrative Officer

MS/mam

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/OD
- 1 - C/TSD
- 1 - AC/PS
- 1 - C/SD

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